

INSTRUCTIONS

DATE: Fill in the current date.

ACTION CODE: For an add transaction, fill in every field. For a BSC add transaction, make sure the company isn't already on the mailing list. For changes, fill in every field, even those with no changes. Circle all changes. For deletions, fill in the entire record as it currently exists. MIC records are not deleted, but are placed in "out of business" status.

ID CODE: When a transaction affects the mailing list, but not the ID code file, leave the ID code blank. When a transaction affects the ID code file, not the mailing list, fill in the ID code.

NAME OF CONTACT: If a MLS transaction, fill in the name of the individual to receive mail. If a MIC transaction, fill in the contact at the company.

TELEPHONE NUMBER: If a MIC transaction, fill in the telephone number of the contact at the company.

CURRENT COMPANY NAME: Fill in the latest name by which the company is doing business.

ADDITIONAL COMPANY NAME: If a MIC transaction, fill in additional name by which the company is doing business.

STATE: Use the standard two letter postal code.

PREVIOUS ZIP CODE: If address changes, fill in old zip code. This eases finding and changing the existing record.

BUSINESS TYPE - 2 DIGIT CODES

BOAT MANUFACTURERS

11 Outboards, Open Motorboats, Jon Boats	17 Thrillcraft, Personal Watercraft, Jetboats, Skiboats
12 Inboards/Cabin Cruisers	18 Miscellaneous
13 Inboard/Outboard, Sterndrive, Inboard/Outdrive	19 Houseboats
14 Sailboats (with or w/o engine), Catamaran, Trimaran	20 Airboats
15 Canoes, Kayaks	21 Pontoon Boats
16 All Terrain Vehicles	

ENGINE MANUFACTURERS

31 Outboards	33 Inboard/Outboard, Sterndrive
32 Inboards	34 Miscellaneous (water, electric, etc.)

OTHER

C1 Consumer Protection Offices	69 Unknown Manufacturers
C2 Congressional Offices	70 Distributors/Dealers*
CT Commercial Towing Operations	71 Boat Rentals
	72 Importers
40 Consumer Organizations	73 Participating Dealers
41 Outdoor Writers	81 Coast Guard
42 Outdoor Writers	82 Coast Guard Auxiliary
43 Marinas and Recreation Areas	83 U.S. Power Squadron
44 Marine Repair	84 Yacht Clubs
45 Safety Organizations (and those interested)	85 State Boating Law Administrators
46 NSBC	86 News Media
47 Educational/Seminar	87 Boating Magazines
48 NBSAC	88 Boating Associations
49 Boating Statistics Recipients	89 Library
	90 Boating Writers International
50 Component Manufacturer	91 Testing Laboratories
51 Fuel System (carburetor, tank, pump, etc.)	92 Boating Educators
52 Electrical System (cable, battery, etc.)	93 Naval Architects and Marine Engineers
53 Deck equipment	94 Interested Parties
54 Auxiliary Powered Equipment	95 Insurance Companies
55 Emergency Equipment	96 Government Agencies
56 Foreign Manufacturers	97 Marine Consultants
57 Marine Sanitation Services	98 Law Enforcement
58 Stoves	99 Marine Financing

*Note: Use business types 11 through 34 for describing manufacturers' product lines only, not products sold by dealers. Also, a dealer is either a non-participating dealer (Type 70) or a participating dealer (Type 73); **not both**.